



PDF Reader

Quick Start Guide

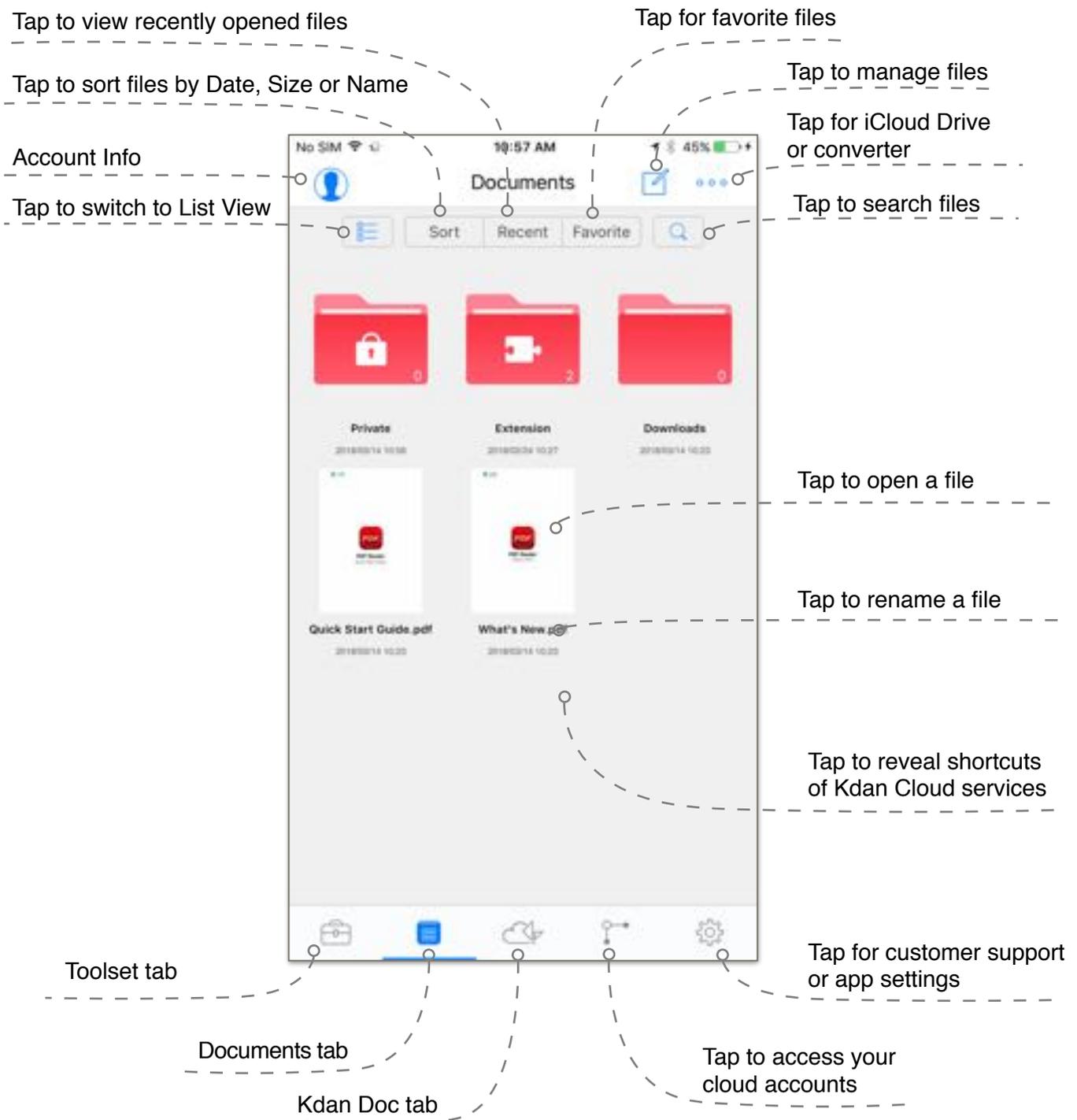
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Chapter 1 – Overview

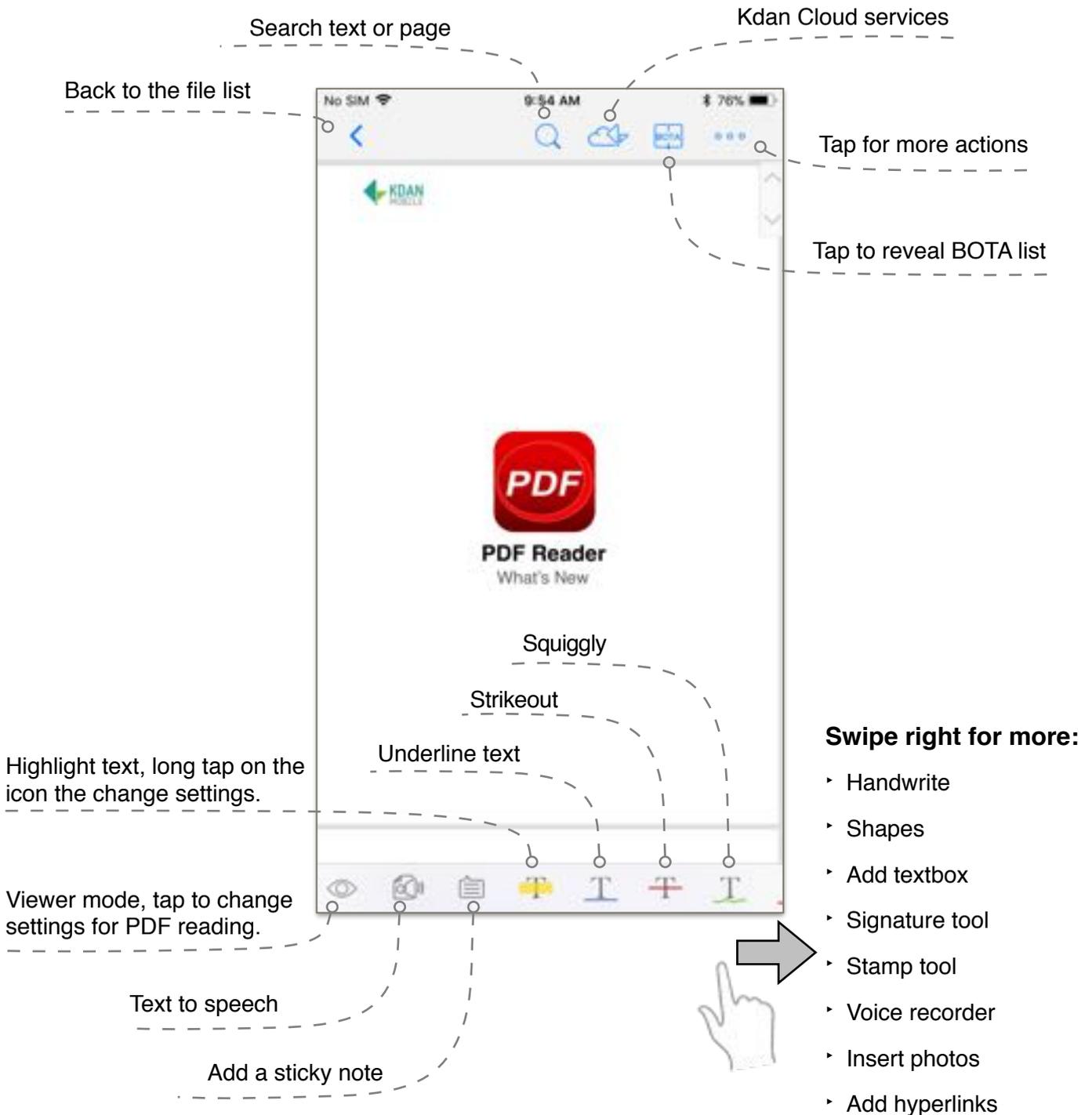
File Menu

In “Documents” tab, the menu bar provides you with a possibility to manage you files stored in PDF Reader.



Viewer Menu

PDF Reader provides an easy-to-understand way that you can perform all actions while reading PDF documents.



Chapter 2 – How to Get Files?

Transfer Files via Cloud Storage

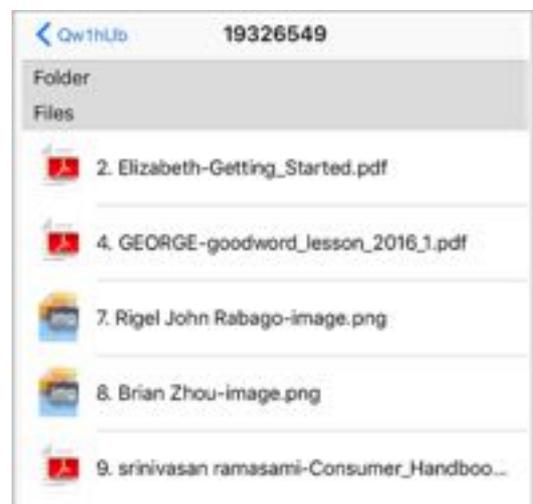
PDF Reader supports various cloud storage services, including Dropbox, One Drive, Google Drive, Evernote, Box, SugarSync, FTP, WebDav, and iCloud Drive.

- Connect to cloud storage services (using Dropbox as an example)
 1. Tap “” and then tap “**Dropbox**”.
 2. Log into your Dropbox account and allow PDF Reader to access your account.
 3. After authorization, your account will be saved under the “**Cloud Storage**” list. Tap it to view all files stored in Dropbox.

Note: Swipe to the left and tap delete to remove the account from the list.

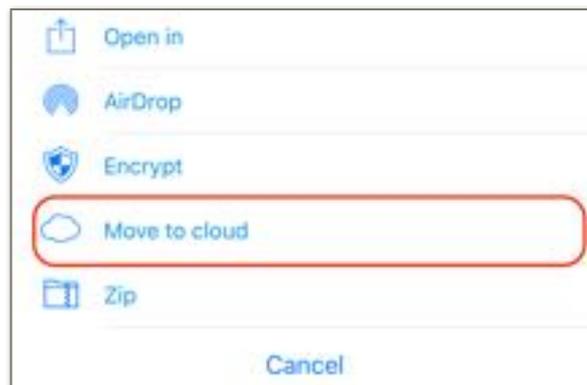
- Download files from cloud storage

1. Tap on your cloud account.
2. Find the document and tap it to start the download process.
3. The file will be saved in the “**Downloads**” folder.



- Upload files to cloud storage

1. Go to Documents tab and tap “**Edit**” at the top right corner.
2. Select file(s) you would like to upload.
3. Tap “**⋮**” and then tap “**Move to Cloud**”.



4. Choose the target folder and tap “**📄**” (**Paste**) to upload the selected file(s).

Transfer Files via iCloud Drive

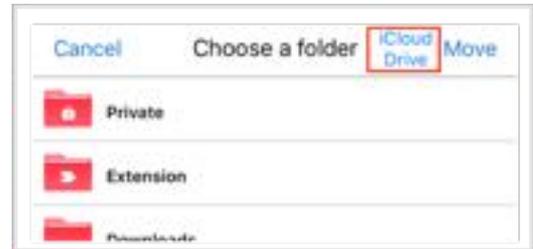
- Download files from iCloud Drive

1. Tap “**⋮**” at the top right corner.
2. Tap “**Browse**” and tap select a file you’d like from iCloud Drive folder or another app.



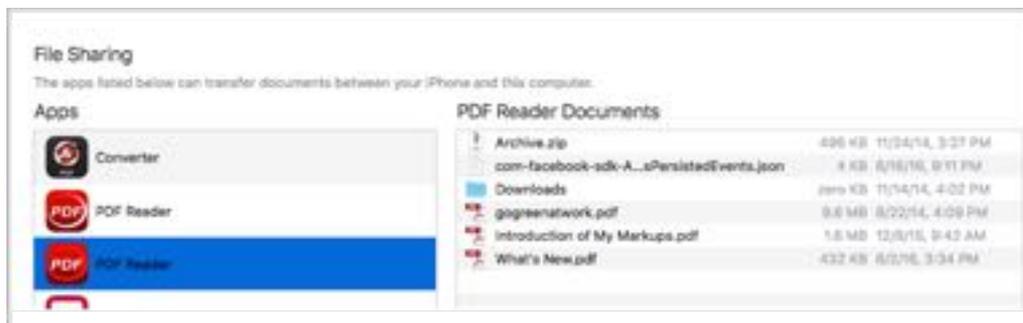
- Upload files to iCloud Drive

1. Go to “Documents” tab and tap “**Edit**” () at the top right corner.
2. Choose the file(s) and tap “**Move**” or “**Copy**” on the top menu bar.
3. Select a directory in iCloud Drive section.



Transfer Files Using iTunes File Sharing

1. Launch iTunes on your computer.
2. Connect your iOS device to the computer via USB cable.
3. Select your device and switch to Apps tab.



4. Scroll down to **File Sharing** section and find PDF Reader.
5. Tap the app icon. Drag and drop files between your computer and this app.

Transfer Files via WiFi Connection

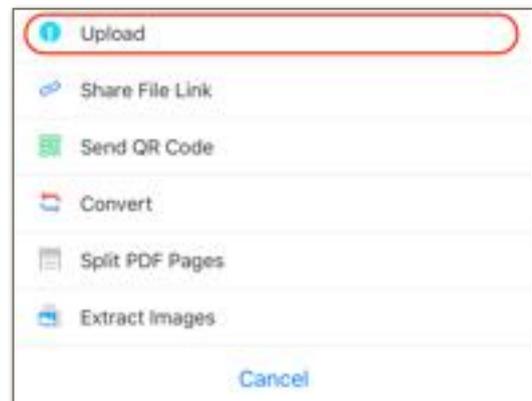
1. Tap  for the “WiFi” transfer mode.
2. Enable the mode and you will get the address.
3. Enter the address on your web browser. You will be able to transfer files to your device wirelessly through the web browser.



Note: Be sure that your device and your PC/Mac are under the same IP address, or you will not be able to connect them.

Transfer Files via Kdan Cloud

1. Tap  and log in with your Kdan ID.
2. In List View, tap the cloud button () beside each document to download or upload to Kdan Cloud.
3. In Thumbnail View, simply tap on the drop down menu below each file to transfer your documents



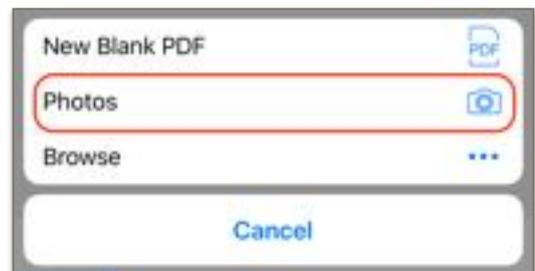
Open Email Attachments

1. Open the mail in your mail app.
2. Tap and hold on the attachment.
3. Select PDF Reader to open in to.
4. A copy will be saved to PDF Reader.



Import Images from Photo Library

1. Tap “**Import**” and tap “**Photos**” to import multiple photos from Photo Library.
2. The photo(s) will be saved in the document list.



Chapter 3 – How to Manage Files?

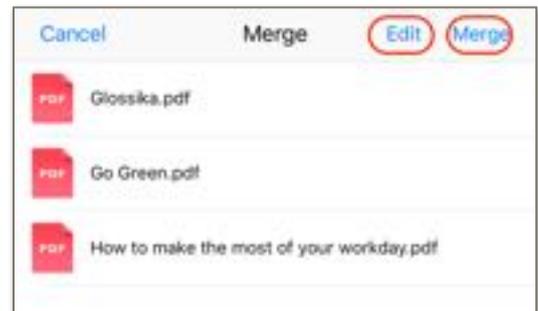
Reveal the Menu Bar for File Management

1. Tap “Edit” () at the top right corner to reveal the menu bar.
2. You will see several options for management, including **Copy**, **Move**, **Rename**, **Delete**, and **More**.



Merge PDF Files (Subscription Option)

1. Tap  and then select 2 or more files and tap “Merge”.
2. You can change the order by tapping “Edit” on the top right corner.
3. Tap “Merge” to begin the merging process, and the file will be saved in the “Split & Merge” folder.



Quick Actions

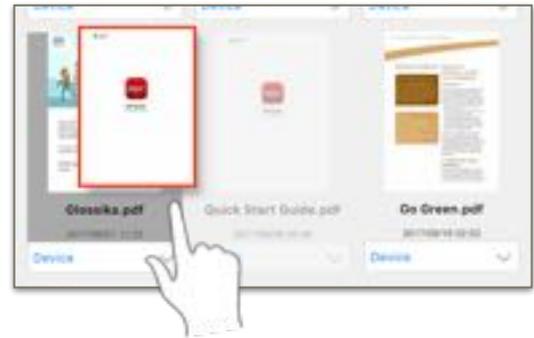
1. In List View, tap  beside each document.
2. You will see a menu of actions, including **Rename**, **Zip**, **Share Download Link**, **Delete**, and **Share**.



In thumbnail View, PDF Reader supports to arrange and manage documents with drag and drop.

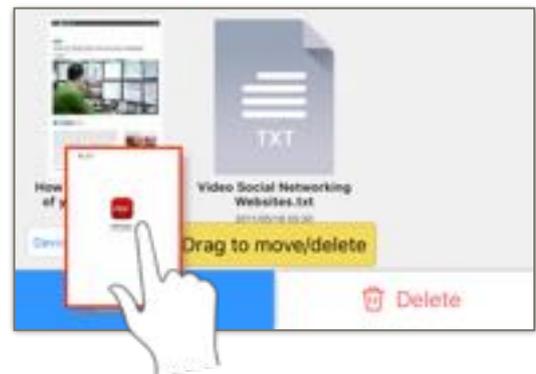
Drag to Create a New Folder

1. Long tap on the file you'd like to move.
2. Drag the selected file over the target file.
3. The file will be highlighted with grey. Then drop the file to create a new folder.



Drag and Move Files

1. Long tap on the file or folder.
2. Drag the selected item to “**Folder**” appeared on the bottom left corner
3. Drop the item to move it to the target folder, iCloud Drive, or Network storage.



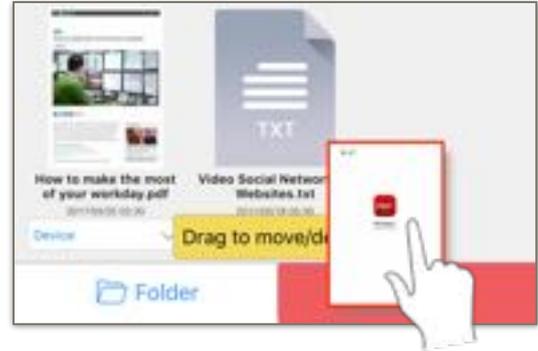
Tap to Rename Files

1. Simply tap the file name to rename the file.



Drag to Delete Files

1. Long tap on the file or folder.
2. Drag the selected item to “**Delete**” appeared on the bottom left corner.



Swipe to Delete Files

1. While viewing files in List View, tap on the specific file and swipe to left.
2. You quickly delete the document by tapping the delete button.



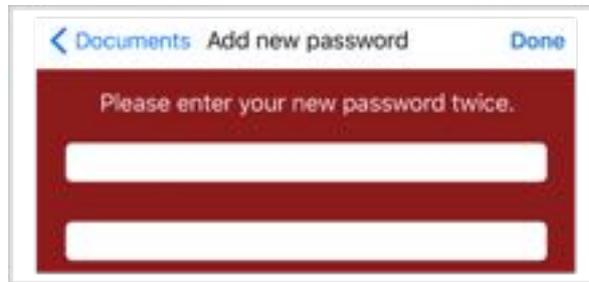
Private Folder

• Set up Your Password

1. Go to **Settings** tab (⚙️) and enable “**Show Private Folder**”.
2. Then back to **Documents** tab and tap “**Edit**” at the top right corner.



3. Tap on the private folder and then set up your password.



- Change Your Password

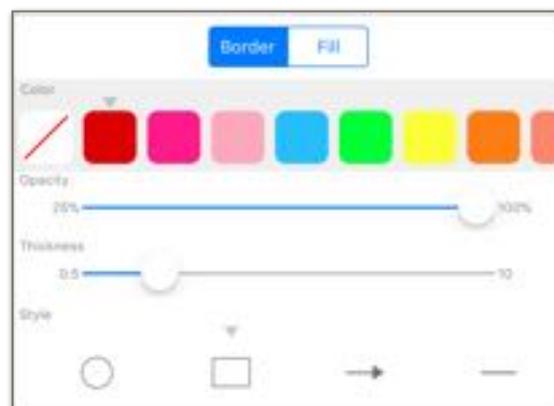
1. Tap  and tap on the private folder again to change the password.
2. If you'd like to remove the password protection, simply keep the new password field in blank.



Chapter 4 – How to Utilize Annotation Tools?

Long Tap to Change Settings

1. To annotate PDFs, tap the icon to turn on the function. Tap again to turn it off.
2. For the **highlight**, **underline**, **strikeout**, **squiggly**, **shape**, or **drawing** tool, long tap on the icon to change the color/opacity/size/style.



3. You can scroll the tool bar horizontally to view more annotation tools.

Delete Annotations

1. Turn off the annotation tool you are currently using.
2. Tap on the annotation and choose “**Delete**” from the pop-up menu bar to remove it.



Annotation Summary

1. Open a PDF file
2. Tap  and tap **“Share Via”**
3. Choose **“Summary”** to send annotation summary by email.



My Markups

My Markups is an easy way to help you back up annotations. The annotations will be extracted as a new file. You can import to the original PDF anytime.

1. Open a PDF file. Tap  for “A”, the annotation summary.
2. Tap  and choose  to back up the annotations. Or you can tap  to create a link for sharing.
3. Tap  to import the markup file to the current PDF.



Chapter 5 – How to Manage PDF Pages?

With PDF Reader, you can preview the whole PDF document in thumbnails. In thumbnail mode, you can rearrange, add, delete, extract, and rotate PDF pages.

1. Open a PDF file. Tap  to reveal action list.
2. Tap “**Page Edit**” () to switch to thumbnail mode.

Rearrange Page Order

Tap  on the top right corner. Then tap and hold on one page thumbnail. Drag the page to where you would like it to be.

Extract, Add, Delete, and Rotate PDF Pages

Icon	Name	Function
	Extract	Select one page or pages and tap Extract. The page(s) you selected will be saved as a new file.
	Append	Tap to add a new page to the document.
	Delete	Select one page or pages and tap Delete.
	Rotate	Select one or several pages and tap Rotate. Rotation is based on 90° increments
	Email out	Tap Email to send out selected pages as a new PDF.

▸ For more details, please visit our Knowledge Base: <https://support.kdanmobile.com>